

EDITED TASK LISTING

CLASS: Project Director III

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Supervise and direct the work of one or more Project Directors I or II and/or support staff using best practices in leadership and their supervisory skills to ensure that the final product of their projects and projects of staff assigned to them reflects the authorized scope and budget requirements as required.
2.	Use extensive knowledge of the design and construction industry, State capital outlay process, Government and Public Contract Codes, State policies and procedures, performs lead role in developing and implementing solutions to difficult issues and problems associated with capital outlay projects as required.
3.	Represent the Department in the selection, fee negotiations, negotiation of contract terms and provisions, award, and administration of contracts for consultant services in accordance with, Government and Public Contract Codes, and State policies and procedures as required.
4.	Provide oversight and management of the most complex and most sensitive capital outlay projects in order to successfully deliver capital outlay projects utilizing project accounting, and management tools, etc., as required.
5.	Prepare funding approval packages for control agencies to secure project funding, using standard state forms and Microsoft Office applications as required.
6.	Ensure that the contract staff has received all construction contract documents, in order to maintain compliance with stipulated timeframes by meeting with the contract analyst and/or legal staff to review the documents as required.
7.	Oversee that the construction contract is signed and awarded to the construction contractor within the required timeframe by communicating with the Contract Analyst and the construction contractor as required.
8.	Work with contract staff to prepare invitation for bid and corresponding contract for material testing required for each project; based on recommendations made by the architect and engineer of record utilizing Microsoft Office Applications as required.
9.	Facilitate preconstruction conference in order to meet contractual requirements with the construction contractor, inspector, Departmental staff, architect and engineer and other appropriate parties as mandated utilizing written and verbal communication as required.

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10.	Respond, or coordinate response to questions, (i.e., Requests for Information) and/or submittals from the Construction Contractor, Construction Manager, Architect/Engineer, State Inspectors and Testing/inspecting consultants to provide clarification on construction documents utilizing written and verbal communication as required.
11.	Schedules and facilitates meetings in order to monitor construction project progress, utilizing project management tools (e.g., telephone, e-mail, Microsoft Office and other construction management software etc.,) as required.
12.	Review work in progress at the construction site to determine best course of action regarding construction issues utilizing visual site inspection, best practices and verbal/written communication as required.
13.	Obtain change order estimate from construction contractor and determine entitlement to negotiate final change order cost and time utilizing project management tools (e.g., estimating and scheduling software, etc.) as required.
14.	Monitor the construction contractor's schedule by comparing it with visual inspection of progress at the construction site to determine compliance with the contract requirements as required.
15.	Approves construction contractor's payment request in order to ensure construction contractor is paid for actual work completed by reviewing request with actual progress of work in the field and approved schedule of values, as required.
16.	Carefully review project bid documents and ensure timely responses to questions, submittals, and change orders utilizing project management tools (e.g., estimating and scheduling software, etc.) in order to minimize claims as required.
17.	Resolve disputes in order to minimize claims utilizing, meetings, negotiating skills, written and verbal communication, and as necessary involve CDCR management and/or Office of Legal Affairs as required.

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18.	Close out the construction contract and process final payment to the construction contractor in accordance with contract language, Government and Public Contract Codes, and CDCR procedures gathers all warranty, guarantee, Operation and Maintenance Manuals, final as-built drawings, and project-related documents and forwards to Institution and Facilities Management Division via personal delivery or mail service as required.
19.	Compiles construction contract close out documents including final payment and submits to the Contract Unit to close out contract utilizing project management skills as required.
20.	Oversee the preparation of plans specifications, and cost estimates using written and verbal communication to ensure the final construction documents are in compliance with required codes and regulations, and are in accordance with authorized project scope and budget language as required.
21.	Prepare front-end documents which contain the bidding requirements and general conditions of the construction contract and Division I specifications, to complete the overall contract construction documents using standard Departmental templates and Microsoft Office applications as required.
22.	Coordinate peer review contractor's activities, distribute peer review documents to appropriate parties (e.g., architect/engineer, etc.) and ensures that peer review comments are incorporated into the construction documents in order to provide quality assurance and to ensure compliance with regulatory requirements where a peer review may be allowed in place of agency regulatory review utilizing the state process for selection of a design review professional as necessary.
23.	Coordinate regulatory agency's review (e.g., the State Fire Marshal, Access Compliance etc.) for review and approval of the construction documents by scheduling and attending meetings with regulatory agencies and appropriate consultant contractors as required.
24.	Facilitate development of construction documents to allow for bidding process utilizing project management tools (e.g., telephone, e-mail, Microsoft Office, progress meetings and other project management techniques etc.), consultant contractors and stakeholders as required.

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25.	Develop and coordinate with contract staff the advertising of construction project invitation for bid using standard Departmental templates and Microsoft Office applications as required.
26.	Facilitate pre-bid conference for construction contract by scheduling the conference and conducting pre-bid walk at the construction site to meet mandated requirements utilizing verbal/written skills as required.
27.	Collect, organize and facilitate responses to questions from bidders by preparing and distributing written bid addenda in compliance with stipulated State requirements utilizing Microsoft Office applications as required.
28.	Coordinates the receipt and public opening of bids for construction to meet State bidding requirements following standard CDCR policies and procedures, as required.
29.	Coordinate the development and review of completed California Environmental Quality Act (CEQA) documents to identify project related environmental impacts requiring inclusion of mitigation measures within the construction documents utilizing analytical skills, written and verbal communication as required.
30.	Oversee the development and identification of project needs (e.g., building square footage, adjacencies, utility replacements, etc.) to facilitate the preparation and review of preliminary plans, specifications and cost estimates utilizing project management tools (e.g., telephone, e-mail, Microsoft Office, progress meetings and other project management techniques etc.) with consultant contractors and stakeholders as required.
31.	Schedule and facilitate design phase project progress meetings with consultant contractors and stakeholders to maintain project schedule utilizing project management tools (e.g., telephone, e-mail, Microsoft Office and other project management software etc.) as required.
32.	Request and coordinate the transfer of all project funds as appropriated for a project in accordance with California Government Codes and State Administrative Manual (SAM) Procedures to allow project design and construction using State templates and Microsoft Office applications as required.
33.	Establish and monitor the budget for all project expenses to ensure compliance with authorized budget language utilizing Microsoft Excel and Business Information System (BIS) as required.

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34.	Regularly reconciles the expenditures of a project throughout all project phases including post construction close-out to ensure compliance with authorized budget language using project records and BIS as required.
35.	Review all consultant contractors proposed billings for accuracy and based upon review approves all appropriate project-related invoices for payment to ensure funding availability using BIS as required.
36.	Regularly updates project information into BIS to provide current project status utilizing most recent status information for that point in time (design or construction phase), progress meetings, etc. as required.
37.	Communicates project status to the project stakeholders to provide a project update to them utilizing verbal and written communication as required.
38.	Establish and maintain all project files (electronic and paper) and documentation to maintain compliance with office policy and standards utilizing office support staff as required.
39.	Prepare and submits written and/or verbal reports to appropriate stakeholders utilizing Microsoft Office applications via mail service or personal delivery as required.
40.	Work with contract staff to prepare project specific advertisements and requests for qualifications utilizing standard templates and Microsoft applications as required.
41.	Review and rate the consultant contractor's qualifications submittal in order to establish a short list of firms to be interviewed using criteria established in the Request for Qualifications (RFQ) as required.
42.	Participate in the interview and selection of consultant contractors and based on the interview rating criteria, established in the RFQ, select a firm for the project as required.
43.	Develops the project's scope of services and Estimate of Value of Services (EVS) for the architect/engineer and other consultant contractors to establish scope and fee in accordance with CDCR procedures, using Microsoft Office applications as required.
44.	Negotiate consultant contractor scope of work and fees based on project scope and EVS by meeting with the consultant contractor in order to establish a contract utilizing verbal/written communication skills as required.

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45.	Prepare consultant contracts in draft form to provide the required scope of the consultant utilizing Departmental templates and Microsoft Office applications and submits to the Contract Unit for final preparation as required.
46.	Review final consultant contracts for accuracy and completeness to allow contract to be issued utilizing analytical skills as required.
47.	Facilitates study activities in order to establish scope and budget of future projects at the direction of the Secretary, Legislature or Department of Finance (DOF) utilizing architectural/engineering, scheduling, budgeting resources, etc. as required.
48.	Facilitates and prepares budget package documents for submittal to DOF in accordance with SAM Section 6800 for review and approval utilizing Microsoft Office applications as required.
49.	Review subordinate staff requests for the usage of all types of leave, and overtime, in order to determine the appropriateness of granting or denying these requests based upon a review of staff workload and individual staff leave balance availability for the requested leave as required.
50.	Approve timesheet entries for subordinate staff on dock or Absent With Out Leave (AWOL) on or before the designated State Controller's Office (SCO)'s semi-monthly or monthly payroll cut-off date in order to ensure issuance of the correct SCO warrant for pay day based upon a review of individual staff leave balance availability and approved time off as required.
51.	Approve or disapprove timesheet entries for subordinate staff within three (3) working days after the completion of the pay period to ensure the correct issuance of a SCO warrant that is returned to SCO for late dock, issuance of correct overtime pay due to an employee and proper billing to projects utilizing individual staff leave balance availability, attendance, and accurate project coding as required.
52.	Identify performance expectations of subordinate staff to enhance employee development utilizing probationary reports or Individual Development plans and conveys expectations to the employee via written and/or verbal communication/direction as required.
53.	Monitor subordinate staff performance by following-up with each subordinate staff member to ensure that performance expectations are being met and as needed providing mutually agreed upon methods for improving performance utilizing basic supervision skills as required.

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54.	Maintain subordinate staff discipline in order to maintain performance expectations using progressive discipline principles (e.g., coaching, mentoring, verbal/written communications, etc.) as needed.

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